

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**The Purchasing Process****A. Generally**

In order to facilitate the process of securing required materials and services, all requests for procurement must be submitted electronically with approval by the building principal or by the department administrator.

B. Procurement Procedures

1. Electronic Requisition
2. Electronically-generated Blanket Purchase Order

C. Processing purchasing requests

School or department administrators shall approve requisitions for amounts less than that amount which is set from time to time by the Superintendent. Both the appropriate administrator and the Assistant Superintendent for Finance shall approve all requisitions for amounts greater than or equal to the specified amount. The buyer will generate all purchase orders for amounts greater than or equal to the specified amount.

D. Modification of purchase orders

A purchase order may be modified provided the amount of the change is less than 20 percent of the original purchase order. For modifications greater than or equal to 20 percent of the original order, a new purchase order shall be generated in accordance with all pertinent regulations and policy.

Legal Reference:

Code of Va., §2.2-4309. Modification of the contract.—A. A public contract may include provisions for modification of the contract during performance, but no

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fixed-price contract may be increased by more than twenty-five percent of the amount of the contract or \$50,000, whichever is greater, without the advance written approval of the Governor or his designee, in the case of state agencies, or the governing body, in the case of political subdivisions. In no event may the amount of any contract, without adequate consideration, be increased for any purpose, including, but not limited to, relief of an offeror from the consequences of an error in its bid or offer.

B. Any public body may extend the term of an existing contract for services to allow completion of any work undertaken but not completed during the original term of the contract.

C. Nothing in this section shall prevent any public body from placing greater restrictions on contract modifications.(2001)

Adopted by School Board: March 24, 1987
Amended by School Board: January 22, 1991
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